UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/AC.198/1991/6
28 February 1991

ORIGINAL: ENGLISH

COMMITTEE ON INFORMATION
Thirteenth session
4-19 April 1991

REVIEW OF THE YEARBOOK OF THE UNITED NATIONS: 1990 SURVEY

Report of the Secretary-General

INTRODUCTION

1. In section II, paragraph 1, recommendation (4), of resolution 44/50 of 8 December 1989, the General Assembly requested the Secretary-General "to make further efforts regarding the timely appearance" of the Yearbook of the United Nations (hereinafter called the UN Yearbook), while encouraging the Department of Public Information "to continue to consider the interests of specific target audiences as it formulates its editorial policies". The present report, prepared on the basis of a review of the UN Yearbook, is submitted in response to the Committee on Information's recommendation (4), originally adopted by the General Assembly in the above-mentioned resolution and reiterated in resolution 45/76 B of 11 December 1990.

2. The report is also, in part, a response to the internal self-evaluation system established by the Secretary-General in 1986.

3. In undertaking the review of the UN Yearbook, careful consideration was given, in particular, to the following factors: (a) the various unsuccessful attempts made, at least since the early 1970s, to close the gap between calendar year covered and year published; (b) the persistent inability to produce a UN Yearbook every 12 months, as concluded in a 1987 report submitted by the Secretary-General to the Committee on Information, 1/ and the effect this might have on intended audiences.

4. Following the Committee on Information's consideration of the present report and taking into account the views expressed by Member States, the Secretary-General is determined to take all measures necessary to end the unacceptable situation regarding delays in the publication of the UN Yearbook.

READEX FICHE

I. OBJECTIVES OF THE REVIEW

5. The broad objective of the review was to reassess the production, staffing, management, editorial policies, distribution and usefulness of the UN Yearbook. To this end and in order to recommend appropriate changes for securing a timely and useful product, previous evaluations of the publication were scrutinized and new information was elicited through a survey among the publication's target audiences. Specifically, the review was intended:

(a) To ascertain whether the publication reached its intended recipients, and to determine interest in and use of the book;

(b) To recommend procedures to eliminate the immediate backlog;

(c) To provide programme managers and editorial policy makers with suggestions that would help them decide upon a forward-looking plan for the timely publication of the UN Yearbook.

II. BRIEF OVERVIEW

6. The UN Yearbook is a one-volume, subject-oriented, fully indexed basic reference publication covering the work of the United Nations and its intergovernmental organizations during each calendar year. The book is published in English.

7. Each UN Yearbook edition is based on documentary references concerning the period of activities covered, such as the Official Records of the Security Council and the General Assembly, and other United Nations bodies and principal organs, and reports of the Secretary-General. Most substantive departments of the Secretariat and the specialized agencies are expected to contribute draft texts which are edited or rewritten by the UN Yearbook staff in the Department of Public Information (hereinafter referred as the Department).

8. The most recent edition of the UN Yearbook (volume 39), covering the main activities of the Organization and its agencies during 1985, consists of 1,494 pages and was published in November 1989. The material is presented in two parts. Part one, containing 50 chapters, is divided into five major sections: political and security, economic and social, trusteeship and decolonization, legal, and administrative and budgetary questions. The 17 chapters contained in part two deal with the work of each related organization in the United Nations common system.

9. Volume 39:1985 was produced by a team of 19 persons, including 1 under a special contract and 5 contributing editors/writers. It was typeset by the Department's Publications Service, proofread by the Department of Conference Services, and printed by an external publisher, Martinus Nijhoff Publishers (The Netherlands), which is also handling its sales distribution world wide through Kluwer Academic Publishers. The book has a sales price of $95.

10. The total print run for volume 39:1985 was 8,000 copies, from which Martinus Nijhoff Publishers provided the Department with 900 free copies for official distribution to the United Nations Permanent and Observer Missions, the United Nations information centres and other offices throughout the system, and the United Nations depository libraries around the world. Major institutional purchasers of the book have traditionally included university, law school, research-institute, public and other libraries. There have also been direct sales to the public and discounted sales to bookstores (e.g., United Nations bookshops in New York and Geneva). By July 1990, the remaining copies of volume 39:1985, which were kept in stock for further complimentary copy distribution, purchases, and/or sundry requests at bookfairs, exhibits and other events, amounted to 3,878 copies.

11. The first edition of the UN Yearbook (volume 1:1946-47), covering the activities of the newly founded, 55-Member Organization, was published in November 1947. It was produced by the Department in cooperation with an external publisher, Columbia University Press.

12. As outlined in the Secretary-General's July 1947 report, 2/ among the basic publications "designed to help and inform experts, students, teachers and others having a special interest in the United Nations", the original terms of reference of the UN Yearbook were:

> "The chief annual publication in the documentary field will be the United Nations Yearbook, to be issued every autumn; the first edition will be a compilation of some 600,000 words giving an account of the background and activities of the United Nations ..., and will contain basic documents, descriptions of the organs and specialized agencies, bibliographical and biographical material, etc."

13. Throughout the 1950s, almost all editions of the UN Yearbook were published each year before or during the month of October. Part of the agreement with the external publisher was to have the book's final manuscript delivered by the Department sometime in June-July of each year. This allowed the publisher to print the book and arrange for its distribution and promotion on the occasion of United Nations Day - 24 October.

14. Volume 13, covering the activities of the 83-Member Organization during 1959, was the last UN Yearbook edition issued according to the original 12-month schedule. It was published in October 1960 and consisted of 660 pages. Thereafter, owing to a number of factors mentioned below, the time involved in the production of each edition began to fluctuate between as few as 7 to as many as 18 months.

15. In an internal report of February 1965, the UN Yearbook's Chief Editor referred to some of the factors that were beginning to affect the timely release of the annual publication. Among these were: (a) the lack of better overall quality and timely contributions by substantive departments of the Secretariat and the agencies; (b) the need to provide the Yearbook Section with additional, stable and skilled staff to cope with the massive rewriting of contributions, the considerable increase in the volume of United Nations documentation and the continuing expansion

of United Nations activities; (c) the need for speedier typesetting, proofreading and printing facilities; and (d) the need for budgetary arrangements to make the above possible.

16. Future evaluations of the UN Yearbook - whether internally undertaken or included in specific reviews and general reappraisals of public information activities conducted by intergovernmental bodies - would, invariably, refer to some of the above factors, particularly (a) and (b), and make recommendations to tackle the increasing accumulation of the backlog.

17. Beginning in 1967, when volume 20:1966 was prepared (published June 1968), the United Nations took over from Columbia University Press all arrangements for, and financing of, the printing, manufacturing, indexing and sales of the UN Yearbook.

18. Ten years later, in response to a Fifth Committee request to ensure the timeliness of the UN Yearbook, "without impairing its quality and high standards as an objective reference work", 3/ the production period of the publication was extended from 12 to 18 months, after the calendar year covered by each edition. This decision was based on the recommendation of a working group of senior officials established by the heads of the Departments of Public Information and of Conference Services, with the latter acting also as Chairman of the Publications Board.

19. Other recommendations made by the above-mentioned group aimed, mainly, at establishing a reliable system of draft submissions from contributing departments and agencies. Accordingly, liaison officers - conversant with the contents of the book - should be appointed by each contributor to work closely with the UN Yearbook Chief Editor; the designated liaison officers should meet as a UN Yearbook Production Advisory Group, to ensure the timely submission of quality contributions, and to "take action" if this failed to obtain; additional temporary and permanent staff as well as financial resources should be provided to the Yearbook Section.

20. Responding to these recommendations, the Advisory Committee on Administrative and Budgetary Questions (ACABQ) concluded, among other things, that the root of the problem continued to be in the low priority assigned by departments and agencies to the preparation of their submissions, which were often late and below standard. The ACABQ added that, while additional staff could help the UN Yearbook with its massive task of rewriting badly prepared submissions, attempts should be made to get at the cause of the problem. Hence, it would be more effective to issue a clear instruction by the Secretary-General to all senior staff and department heads concerned, indicating that preparation of submissions to the UN Yearbook should receive a higher priority than had been the case so far. 4/

21. In the early 1980s, it was recognized that despite additional resources in the form of temporary assistance provided to the Yearbook Section several times between 1971 and 1982, the delays in publication had not only continued but had increased throughout the period. Also, after unsuccessful attempts to overcome the lack of quality and timely submissions by contributing departments and agencies, it was concluded that the Department had to assume the primary responsibility for the overall drafting of the UN Yearbook. 5/

22. In the last few years, technological and procedural innovations were introduced to increase the efficiency and output of existing staff. These centred, among other things, on the introduction of a word-processing system, linked to an internal typesetting device operated by the UN Yearbook staff. 6/ Also, some changes in content and presentation were introduced aimed at reducing duplication in different parts of the book while maintaining consistency of information within chapters. 7/

23. The 1986 triennial review of the Department's work, containing an assessment of the changes and developments that had taken place since the early 1980s in the publication of the UN Yearbook, concluded that unless an improvement in its timeliness - including measures to issue the backlog editions in abbreviated form - was successfully achieved, the UN Yearbook would "continue to be too out of date to serve more than an archival purpose". 8/

24. At the end of 1989, drawing upon the recommendations mentioned in paragraph 19 above, the Publications Board made an appeal to reinstate the system of draft contributions, which had been completely abandoned for the last three consecutive editions of the UN Yearbook. The request, addressed by the Chairman of the Board to the heads of 41 substantive departments of the Secretariat and 17 agencies, was based on the following main points: (a) a reminder of the collective responsibility borne by all departments and agencies for the timely publication of the UN Yearbook; (b) the contractual obligations acquired by the Department of Public Information with an external publisher to complete the book within a specific time-frame; (c) the need to update the list of, or to designate new, liaison officers in each contributing department and agency (as originally requested by the Secretary-General in 1976); and (d) the importance of assigning these duties to staff members who were both knowledgeable in their own field of expertise and conversant with the contents of the UN Yearbook.

25. Finally, it should be noted that since 1948 the UN Yearbook has been systematically included in the various reviews or in-depth evaluations of the programme activities and publications produced by the Department. 9/ Moreover, with a view to a solution to the recurrent problems affecting its timely release, the publication has frequently been the subject of specific studies undertaken by internal task forces. The latest of these studies was done in April 1987; the main conclusions and recommendations contained in the group's report were: (a) any attempt to improve timely production should be accompanied by the permanent availability of skilled staff; (b) lack of production schedule (until 1986), inadequate controls and management gaps had to be redressed; (c) given the apparent correlation between the size of the book and the backlog, a standard size of no more than 1,200 pages for all editions should be pursued and maintained; (d) a review board for the UN Yearbook should be established; and (e) the need to establish a temporary task force to eliminate the backlog.

26. None of the methodologies adopted by these evaluation studies involved audience research. The need to take into account the opinions of its intended recipients in any assessment of the UN Yearbook has been considered, for the first time, in the present review, as one of its most important components.

III. METHODOLOGY

27. According to the objectives of the review, a series of studies were designed and conducted by the Department's Programme Evaluation and Communications Research Unit (PECRU), in consultation with the Department's Information Products Division and its Publications Service, and in close coordination with the UN Yearbook's external publisher, Martinus Nijhoff. In addition to the background overview or secondary analysis of previous evaluations - which were briefly summarized in the preceding paragraphs and will be further drawn upon in the conclusions of the present report, the studies done by the Department's Research Unit included: (a) an assessment of the UN Yearbook staffing situation; (b) discussion of backlog-tackling schemes with the Director of the Department's Information Products Division and the representative of Martinus Nijhoff Publishers; and (c) a survey among listed recipients of the UN Yearbook's free and sales copies, in coordination with the external publisher.

28. In addition to these studies, 58 contributing departments and agencies (see list, annex I below) were requested to provide an estimate of the human resources involved in their most recent contribution to the UN Yearbook, together with comments and suggestions on any aspect of the UN Yearbook and/or the elimination of the backlog. By the end of January 1991, out of the 45 responses received, 38 had provided estimates of the human resources devoted to their UN Yearbook draft contributions.

29. The assessment of the staffing situation encompassed informal interviews with the Professional and support staff members of the UN Yearbook, as well as several meetings with its Chief Editor, which touched upon all aspects involved in the production of the book. The interviews with the staff, held from September to December 1990, when volume 40:1986 was being completed, were based on a set of questions dealing broadly with (a) the main tasks performed in the various production stages of the book - namely, information gathering/filing, research, outline preparation, drafting/writing, editing, proofreading, indexing, typesetting and other processing; (b) the problems encountered throughout these stages; and (c) any aspect of their work which merited comments and suggestions. The questions were addressed to a 17-member team formed by 8 Professional staff, 6 support staff, and 3 persons working under special contracts (1 of them sponsored by the external publisher). Also, keeping in mind some of the conclusions of the 1987 group report (see para. 25 above), an analysis of the UN Yearbook's staffing tables since 1972 was undertaken.

30. With respect to the UN Yearbook backlog-related aspects, three rounds of talks were held, between August 1990 and January 1991, with the representative of Martinus Nijhoff Publishers and the Director of the Department's Information Products Division. Given that volume 40:1986 was at its final production stages, the discussions focused mainly on two factors: (a) the simultaneous production of four backlog editions - namely, volumes 41:1987, 42:1988, 43:1989, 44:1990; and (b) the immediate preparation of volume 45:1991, without impairing the UN Yearbook's continuous reference system. In preparation for these discussions, the accumulation of the backlog was traced back to its origins in 1960, reckoned in months after the date at which each edition should have been published, and

presented graphically to facilitate the analysis of the problem. The last column in table 1 below, shows the accumulation of the backlog in months, from volume 14:1960 to volume 39:1985. For obvious lack of space, the table includes only some of the elements that have a bearing on the production of each edition of the UN Yearbook, such as, the increase in the membership of the United Nations and resolutions adopted at each General Assembly session. It also shows the continuous increase in the number of pages of each edition, the date at which each edition should have been published (according to the 12- or 18-month schedules), the date of actual publication, and the number of months involved in production between editions.

31. Regarding the survey research, a set of self-administered questionnaires (see annex II) was designed mainly to ascertain output reach, to determine interest, use, and the extent to which the book's usefulness is affected by delays in publication. A total of 1,005 questionnaires were delivered, during August 1990, to 327 United Nations depository libraries, 67 United Nations Information Centres/Services (UNICS), 165 Permanent and Observer Missions to the United Nations in New York, and 446 libraries which receive the UN Yearbook through Martinus Nijhoff Publishers' sales distribution. The free and sales-copy distribution of the UN Yearbook volume 39:1985 by category of recipients is shown in table 2.

32. By the last week of September 1990, a total of 190 questionnaires had been received. A second mailing, consisting of 815 questionnaires, took place during October 1990. A total of 281 questionnaires were received from this second mailing. Thus, out of the total 1,005 recipients who were sent questionnaires, 471 had responded by 31 January 1991. This amounted to a 47 per cent response rate (see table 3 below, containing the distribution of respondents to the survey questionnaires).

TABLE 1: *UN YEARBOOK* BACKLOG TALLY

VOLUME:YEAR	TOTAL PAGES	U.N. MEMBERS	RESOLUTIONS OF THE G.A	PUBLICATION DATE		LAPSE BETWEEN EDITIONS (months)	BACKLOG TALLY (months)
				EXPECTED	ACTUAL		
14:1960	827	100	119	OCT 1961	FEB 1962		3
15:1961	813	104	153	OCT 1962	MAR 1963	13	4
16:1962	783	110	126	OCT 1963	FEB 1964	11	3
17:1963	821	112	122	OCT 1964	MAR 1965	13	4
18:1964	710	115	14	OCT 1965	FEB 1966	11	3
19:1965	954	118	125	OCT 1966	APR 1967	14	5
20:1966	1,226	122	115	OCT 1967	JUN 1968	14	7
21:1967	1,110	123	123	OCT 1968	DEC 1969	18	13
22:1968	1,215	126	121	OCT 1969	APR 1971	16	17
23:1969	1,133	126	127	OCT 1970	MAR 1972	11	16
24:1970	1,177	127	131	OCT 1971	DEC 1972	9	13
25:1971	861	132	153	OCT 1972	FEB 1974	14	15
26:1972	935	132	146	OCT 1973	APR 1975	14	17
27:1973	1,103	135	150	OCT 1974	JUN 1976	14	19
28:1974	1,170	138	161	OCT 1975	SEP 1977	15	22
29:1975	1,229	144	181	OCT 1976	APR 1978	7	17
30:1976	1,153	147	208	OCT 1977	MAY 1979	13	19
31:1977	1,303	149	215	JUL 1979	MAY 1980	12	10
32:1978	1,295	151	206	JUL 1980	SEP 1981	16	14
33:1979	1,441	152	233	JUL 1981	OCT 1982	13	15
34:1980	1,450	154	227	JUL 1982	AUG 1983	10	13
35:1981	1,607	157	244	JUL 1983	JUN 1985	22	23
36:1982	1,716	157	253	JUL 1984	AUG 1986	14	25
37:1983	1,431	158	239	JUL 1985	AUG 1987	12	25
38:1984	1,409	159	249	JUL 1986	JUL 1988	11	24
39:1985	1,494	159	259	JUL 1987	NOV 1989	16	28

/...

TABLE 2: DISTRIBUTION OF *UN YEARBOOK* VOL.39:1985

(FREE & SALES COPIES)

CATEGORY OF COPY-RECIPIENTS	USA	UK	GERMANY	JAPAN	CANADA	SWITZER-LAND	OTHER(*) COUNTRIES	TOTAL
UN DEPOSITORY LIBRARIES (**) (FREE)	44	14	11	12	13	3	230	327
UN INFORMATION CENTRES/SERVICES (UNICS) - (FREE)	1	1	0	1	0	1	63	67
UN PERMANENT & OBSERVER MISSIONS - NEW YORK (FREE)	1	1	1	1	1	1	159	165
LIBRARY - SALES (MARTINUS NIJHOFF PUBLISHERS)	380	0	0	0	46	6	14	446
BOOKSTORES - SALES (MARTINUS NIJHOFF PUBLISHERS)	877	98	89	81	32	8	153	1,338
OTHER SALES (MARTINUS NIJHOFF PUBLISHERS)	726	0	0	0	0	50	15	791
OTHER - UN SYSTEM (FREE)								188
UN BOOKSHOPS (NEW YORK/GENEVA) (SALES)								800
TOTAL DISTRIBUTION (BY JULY 1990)	**2,029**	**114**	**101**	**95**	**92**	**69**	**633**	**4,122**
COPIES IN STOCK								3,878
ORIGINAL PRINT RUN								8,000

(*) For lack of space, grouped under OTHER are: 15 countries receiving 10 to 15 copies each, and 150 countries receiving 1 to 9 copies each.

(**) According to list provided by the Dag Hammarskjöld Library (ST/LIB/12/Rev.8; 20 April 1990).

TABLE 3: DISTRIBUTION OF RESPONDENTS

CATEGORY OF COPY-RECIPIENTS	QUESTIONNAIRES	
	SENT	RETURNED
UN DEPOSITORY LIBRARIES	327	216
UNICS	67	65
UN PERMANENT & OBSERVER MISSIONS	165	94
OTHER LIBRARIES (SALES)	446	96
TOTAL:	1,005	471 (47%)

IV. SURVEY RESULTS

33. It should be borne in mind that, except for the Permanent and Observer Missions, the majority of responses to the questionnaire came from libraries which are not necessarily the actual users of the UN Yearbook. Estimates of the number of individual users and some of their reactions were tentatively provided by the libraries surveyed - through which a reference work such as the UN Yearbook reaches most of its intended audience.

Seeking general information about the United Nations

34. Responding to how often they had been asked for general information about the United Nations in the last six months, 64 per cent of the libraries surveyed indicated "frequently" and 32 per cent indicated "occasionally". Only a few librarians reported they had never (or could not remember having) been asked for any information about the United Nations at all.

Latest issue received and access to UN Yearbook collection

35. The majority of respondents said they had received volume 39:1985 of the UN Yearbook. Eighty-one per cent of respondents, among libraries and UNICS, reported that their UN Yearbook collection was directly accessible to the users, while 15 per cent said it was available only upon request.

Use

36. In a period of six months, slightly over half of all respondents (51.7 per cent) have occasionally used, or provided assistance to use, the UN Yearbook (see chart A). Almost 39 per cent of respondents, particularly UNICS, reported making frequent use of the reference work. Most respondents (65 per cent) find the UN Yearbook easy to use.

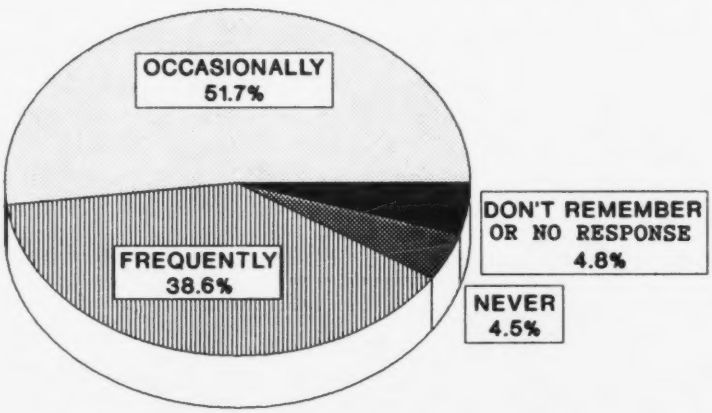
Interest in and information sought from the UN Yearbook

37. The kind of information sought from the publication by most respondents related to the background of an issue or event (61.4 per cent), followed by documentary references (44.9 per cent), text of a resolution (40 per cent), participation and government positions in debates (20.4 per cent), and voting records (15 per cent). It should be noted that respondents could choose more than one of these items (see chart A).

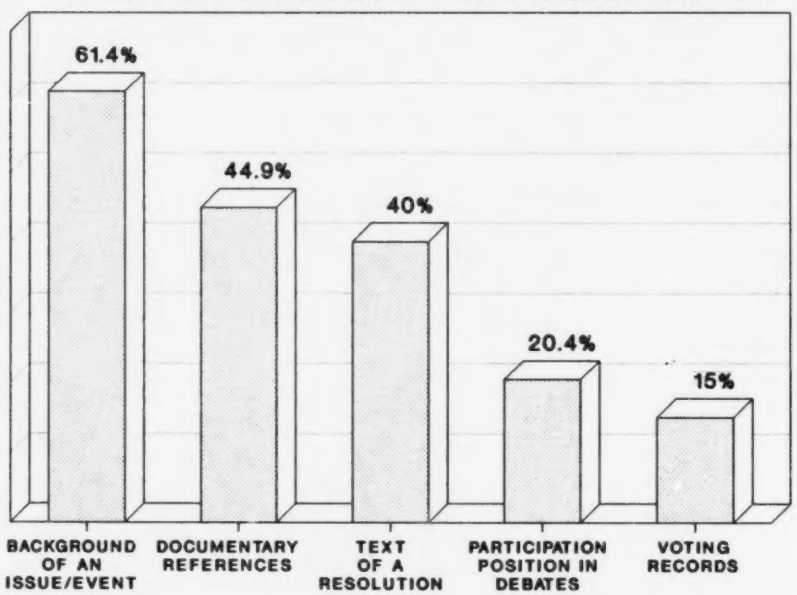
CHART A

USAGE OF THE *UN YEARBOOK*

How often *YEARBOOK* edition has been used/requested:



INFORMATION SOUGHT OR REQUESTED ON:



Total Surveyed: 1,005 -- Total Respondents: 471 (47%)
UN YEARBOOK 1990 SURVEY

/...

Purpose of consulting the UN Yearbook

38. Only the Permanent and Observer Missions surveyed were asked a multiple-choice question about the purpose of consulting the UN Yearbook. Most of them consult the publication for writing reports or preparing speeches. Among other purposes, some respondents mentioned using the UN Yearbook to prepare a draft resolution, and to get an overview of issues and activities.

Average number of UN Yearbook library-users

39. According to estimates provided by the libraries and UNICS responding to the questionnaire, their UN Yearbook collection is used by an average of 50 people in any given period of 6 months. Estimates ranged from as few as 4 to as many as 500 persons. Forty-nine libraries qualified their inability to provide estimates by simply saying that the book was directly accessible to their patrons. Among those libraries where the UN Yearbook is available only upon request (whether this applies to the most recent editions or to the collection as a whole), the average number estimated was 55 users in 6 months.

Rating the book's format, indexing and other elements

40. Asked to evaluate, on a scale of 1 to 5, the format, table of contents, citations/references, indexing, "notes on using edition", and the structure/scope of the articles contained in the UN Yearbook, 62 per cent of all respondents rated the quality of these elements as very good. While 8 per cent rated the quality of these elements as average, 3 per cent of those responding said it was poor. Twenty-seven per cent of all questionnaire respondents did not answer the question.

V. RESPONDENTS' COMMENTS AND SUGGESTIONS

41. The final questions were left open-ended for respondents to make comments and suggestions on any aspect of the publication and its usefulness. Overall, the majority of comments focused on the UN Yearbook as the most comprehensive and authoritative reference source of information about the United Nations and its agencies. From responses made by Missions as well as reactions from library patrons, it seems that actual users of the book have a more positive attitude towards it than librarians. While many users expressed appreciation for the comprehensiveness of the publication and its value for research, respondents directed most of their comments and suggestions towards the book's lack of timeliness. According to many librarians, the usefulness of the book could be greatly enhanced if it were available to their patrons immediately after the period covered by each edition. Asked to provide the most common reaction that they might have received from users of the UN Yearbook, a good number of librarians indicated that the majority of their patrons, especially students and young researchers, were disappointed about the fact that there was no edition beyond 1985. Some of their patrons found this difficult to believe and expressed dissatisfaction with the libraries' acquisition system.

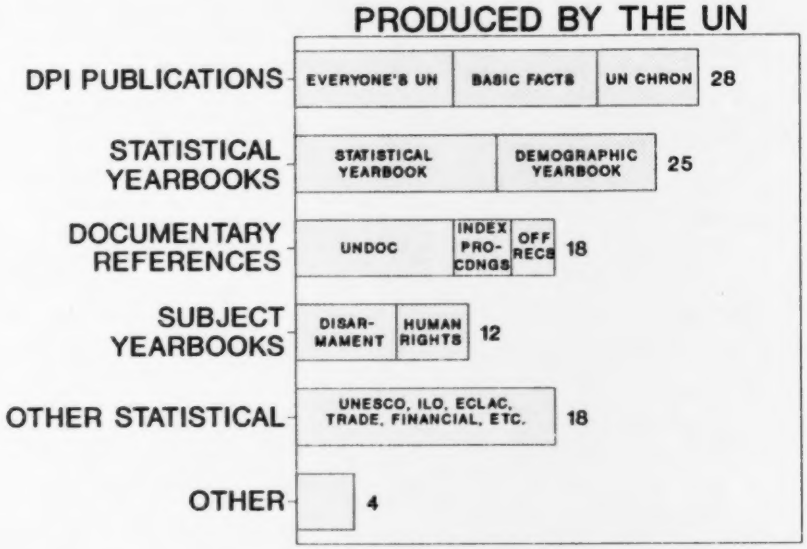
42. Librarians were asked to list any publication available in their reference section which was similar or comparable to the UN Yearbook. Although a good number of them categorically said that there were none, among the most frequent titles listed by those who cared to venture suggestions were such publications as Everyone's United Nations, Basic Facts about the United Nations, and the UN Chronicle magazine, all of which are produced by the Department (see charts B and C). It should be noted here that, after checking other items mentioned by librarians which are not produced by the Organization, it was established that most of these publications acknowledge the inclusion of, or give credit to, United Nations reference material, Official Records and other documentary sources.

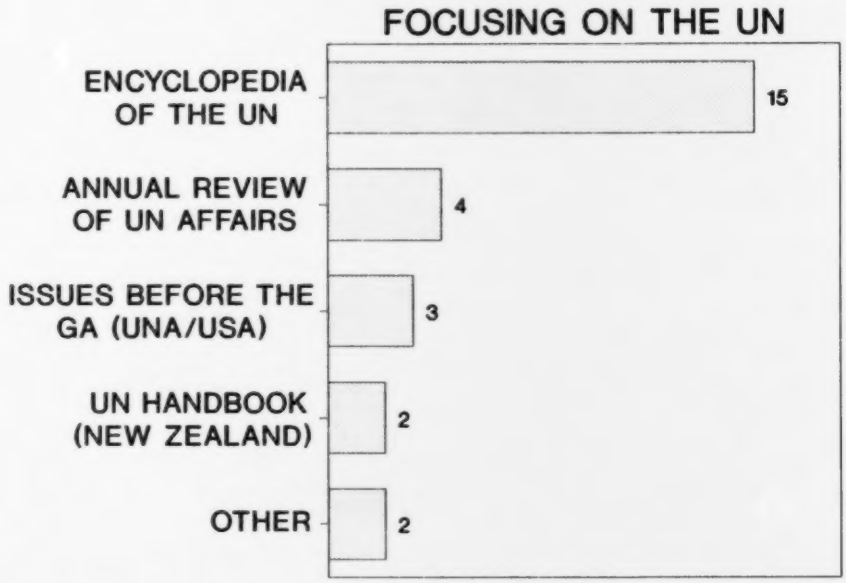
43. While 30 per cent of those responding to the questionnaire, especially among Missions, left blank the space provided for comments and suggestions, quite a few of them - particularly librarians - used the open-ended area either to clarify or complement their answers to other parts of the questionnaire. From these clarifications it was possible to elicit the following information: (a) apparently, the size of the book, its lack of graphics, and the profuse citations and references, are somewhat intimidating to some students seeking information about the United Nations for the first time; (b) once these students become more familiar with the book, they prefer it over other reference publications, documents and records issued by the Organization; (c) experienced researchers and historians use the UN Yearbook as a source of references or as a guide to specific documents and records, which may or may not be available in the library.

44. While many respondents recognized the difficulties and carefulness involved in the production of such a comprehensive reference work, a considerable number of respondents suggested that certain sections of the UN Yearbook could be made available in advanced instalments. In this connection, some of them offered examples of similar practices adopted among other well-known publishers of reference materials.

CHART B

NUMBER OF LIBRARIES MENTIONING SIMILAR/COMPARABLE REFERENCE PUBLICATIONS





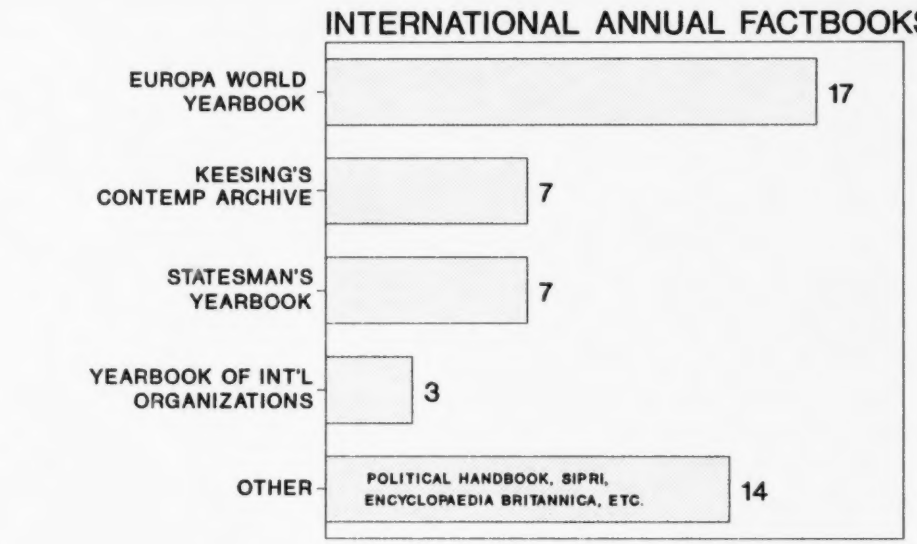
NB: Respondents could mention more than one in each category

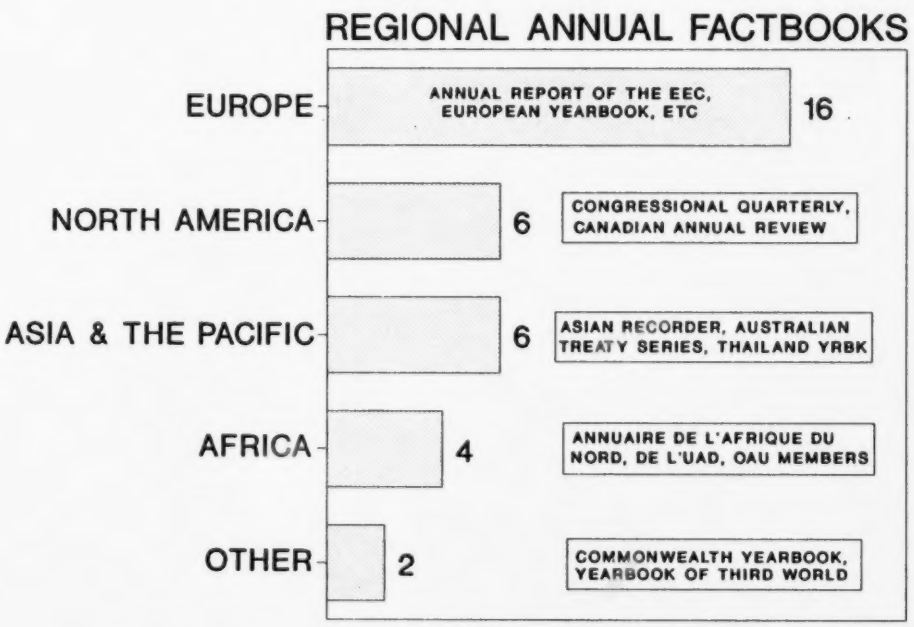
UN YEARBOOK 1990 SURVEY

/...

CHART C

NUMBER OF LIBRARIES MENTIONING SIMILAR/COMPARABLE REFERENCE PUBLICATIONS





UN YEARBOOK 1990 SURVEY

NB: Respondents could mention more than one in each category

/...

VI. OTHER RESULTS OF THE REVIEW

Interviews with staff

45. In describing the tasks, needs and problems encountered at the various stages of the UN Yearbook production process (see para. 29 above), most staff members referred to, or expressed grievances about, the following aspects of their work:

(a) The many obstacles posed by the backlog editions, such as lack of space to accommodate and problems in organizing and filing massive amounts of documents covering the whole range of activities of the Organization and its agencies during the last five years; difficulties in obtaining missing or out-of-print documents, which had to be replaced through extensive photocopying at the library;

(b) Time-consuming rewriting of approximately 85 per cent of the draft submissions received and lack of feedback from contributing departments and agencies; the UN Yearbook should do without the contributions; need for clear directives and decisions on what and how much to cover;

(c) Extensive rewriting for lack of trained writers or first drafters; approximately 50 per cent of the Professional staff is new, thus lacking the necessary experience gained only through direct involvement in the production process of one or two editions; need for additional, more qualified staff for basic research and drafting.

46. Almost every member of the staff referred to both the responsibility and the frustration of never being able to reach the scheduled publication date after the calendar year covered. Most of them would rather be reporting on current activities of the Organization. As a consequence, a good number of them are actively seeking to be transferred to other sections within the United Nations system. Senior editors added that, although the workload allowed them little time for training and orientation of new staff members, their efforts in this regard were curtailed by the constant replacement of newly assigned staff members in short periods of time.

47. Referring to the high standards and quality work that have to be maintained in the preparation of the book, as the most authoritative reference publication about the Organization, senior editors/writers added that, the availability of experienced and highly skilled editors and writers is an absolute necessity. Among the requirements mentioned for an assignment with the UN Yearbook are, at least, a high proficiency in language and a good command of word-processing techniques. Furthermore, they feel that since the responsibility for drafting and writing of almost all the chapters included in each edition has been assumed by the Department (see para. 21 above), with relatively little assistance from the particular components of the Organization as a whole, the Department needed to establish strict editorial directives with respect to both the size of the book and the breadth of its coverage.

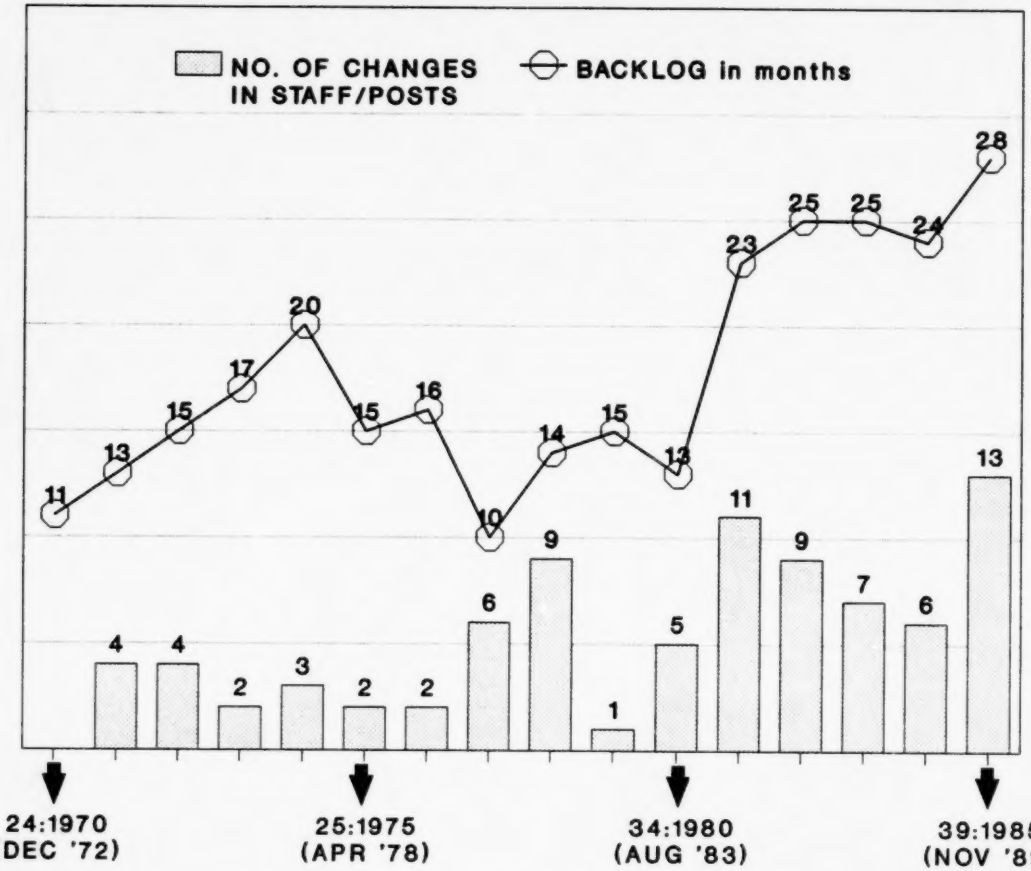
48. From the analysis of the staffing tables since 1972, it became evident that in a period of over 15 years the UN Yearbook Section has been subject to 84 movements in the composition of its staff. These changes refer either to vacancies, redeployments, additions/deletions of posts, or to staff assignments to field missions. Internal correspondence confirms that this situation has been occurring, at least, since the late 1960s. The relationship between the lack of continuity in personnel and the accumulation of the backlog (in months), is shown in chart D.

49. During the various meetings with the UN Yearbook's Chief Editor, some of the most persistent problems affecting the timely production of the publication and the overall performance of the section were discussed. With respect to the lack of timely and quality contributions, there was an extensive body of correspondence exchanged with both the substantial departments of the Secretariat and the agencies, containing clarification points, or reminders of deadlines and editorial standards that had to be met. The latest among these communications were the outcome of the request to senior staff and department heads concerned, made by the Chairman of the Publications Board in October 1989, to reinstate the flow of draft submissions through a network of newly appointed liaison officers (mentioned in para. 24 above). According to the Chief Editor, the lack of experienced writers - conversant with the contents of the UN Yearbook - was also evident in the draft texts provided by most contributors. In his view, the system of contributions had been designed to cope with the United Nations organizational structure of almost three decades ago.

CHART D

RELATIONSHIP BETWEEN BACKLOG TALLY AT PUBLICATION TIME AND NUMBER OF CHANGES IN STAFF/POSTS FOR EACH EDITION

(vacancies, newcomers, redeployments, missions, etc.)



/... UN YEARBOOK 1990 SURVEY

Backlog-related discussions

50. As mentioned in paragraph 30 above, the main points under discussion with the representative of the external publisher and the Director of the Department's Information Products Division, were: (a) the simultaneous production of volumes 41:1987 to 44:1990, and (b) the immediate preparation of volume 45:1991, without impairing the book's continuous reference system. Before focusing on these items, a few preliminary considerations and projections were made.

51. On the average, the UN Yearbook has been produced at an interval of 13 months since the publication of volume 14:1960. With the forthcoming release of volume 40:1986 expected sometime around March-April 1991, the time involved in its production - since the publication of volume 39:1985 in November 1989 - should be approximately 16-17 months. At this rate of production, and assuming that the present UN Yearbook operation would experience no change, the publication of volume 45, covering the activities of the Organization and its agencies during the current year of 1991, could only be achieved by the end of 1997. Moreover, if the production of each backlog edition (beginning with volume 41:1987, which is already under way) could be accomplished within an average interval of 13 months, volume 45:1991 would appear in August 1996. In any case, as shown in table 4 below, none of these projected timetables would allow for the release of volume 45:1991 by July 1993 - according to the established 18-month schedule after calendar year covered. Furthermore, none of these schedules would ever allow for the elimination of the backlog but, on the contrary, would only keep adding to it.

52. Having considered these aspects in conjunction with the various schemes attempted in the past which, with one exception (see item (e) in para. 25 above), sought to overcome the backlog within existing conditions of production, the following became clear. If the UN Yearbook's production process was to be restored to the normal cycle of an annual publication, any action towards the elimination of the backlog had to be separated from the current operation, while at the same time adopting drastic measures to accomplish the publication of the four backlog editions no later than July 1993 - which is the scheduled date for publication of volume 45:1991.

53. In this connection, and drawing upon his experience with volumes 39:1985 and 40:1986, the representative of the external publisher outlined a proposal to produce the four backlog editions, simultaneously, in a period of two years. The external publisher's proposal would entail the provision of funds to engage the services of a team of approximately 12 writers/editors, with proven experience in United Nations public information matters. In addition to this, the external publisher offered to take over responsibility for typesetting and proofreading the text of the four backlog editions. Later, the external publisher communicated to the Department an offer to implement his proposal.

54. The external publisher indicated that, in addition to the handling of the survey questionnaire among libraries which acquired the UN Yearbook's volume 39:1985 from Martinus Nijhoff's sales distribution unit, he had conducted a series of informal interviews with members of research groups and academic institutions dealing with international affairs. While most of these persons praised the book

TABLE 4: PROJECTED PRODUCTION SCHEDULES

UN YEARBOOK VOLUME:YEAR	IF PUBLISHED ACCORDING TO:		
	18-MONTH SCHEDULE AFTER CALENDAR YEAR COVERED	16-MONTH CURRENT RATE OF PRODUCTION (Vols.39:1985 & 40:1986)	13-MONTH AVERAGE INTERVAL (Vols.14:1960 to 39:1985)
41:1987	JUL 1989	JUL 1992	APR 1992
42:1988	JUL 1990	NOV 1993	MAY 1993
43:1989	JUL 1991	MAR 1995	JUN 1994
44:1990	JUL 1992	JUL 1996	JUL 1995
45:1991	JUL 1993	NOV 1997	AUG 1996

for its comprehensiveness and detailed references, they were highly critical of the gap allowed between editions which, in their view, ran against the quality and utility of the book. Based on his experience with the sales distribution of volume 39:1985, the total print run of which was 8,000 copies, a more appropriate and realistic print run for each of the backlog editions (41:1987 to 44:1990) would be around 4,000 copies. He added that other than for traditional institutions interested in preserving the continuity of their UN Yearbook collection, the sales potential of the backlog editions was very low.

55. According to the Director of the Department's Information Products Division, the above-mentioned proposal was the most viable opportunity that had been available to the Department in a long time to eliminate the backlog and restore the timeliness of the publication. With respect to the edition covering the current period of activities of the Organization, the Director indicated that if the proposed action did materialize, all energies of the UN Yearbook staff would be immediately mobilized in order to begin production of volume 45:1991 without further delay. This edition would be treated as a transitional issue between the four backlog editions and volume 46:1992. He added that, in the last few years, the Department had been studying some mechanisms that would allow its Publications Service to issue the backlog editions in abbreviated form, without impairing the continuous reference system of the UN Yearbook. While it was premature at this stage to discuss the format and content of the editions under consideration, some of these measures included, for example, making extensive use of the press-coverage material produced by the Department, and taking advantage of the technological innovations that are currently being considered for the database handling of documentation within the United Nations and its common system.

56. Despite the fact that over the last few years the system of contributions had not been functioning as expected (see para. 24 above), 38 contributing departments and agencies were able to provide preliminary information on the human resources involved in the preparation of their most recent draft submissions to the UN Yearbook. Based on their responses, it is possible to estimate that, on the average, a given department or agency, needs to invest some 4.1 work-weeks in the researching, editing and processing of its draft contribution to the UN Yearbook. Regarding their comments and suggestions, most contributors made reference to the need to obtain more feedback from the UN Yearbook editors and more specific guidelines for the preparation of their draft submissions. Also, acknowledging the difficulties in restoring the timeliness of the publication, a good number of them suggested that the four backlog editions should be skipped and the preparation of volume 45:1991 begun without further delay.

VII. CONCLUSIONS

57. The main conclusions to be drawn from the review relate to the following aspects of the UN Yearbook: its system of contributions, the accumulation of its backlog, the situation of its staff, its lack of timeliness, the interest in and use of the book, and the extent to which delays in publication affect its usefulness.

58. The operation of the UN Yearbook has a long history of failures in coordinating and ensuring the timely provision of quality draft contributions expected from all substantive departments of the Secretariat and the intergovernmental organizations of the United Nations system. In the early 1980s, after various unsuccessful attempts to renovate the contributions system, it was realized that the Department had to assume the primary responsibility for the overall drafting of the book. As attested by internal reports and correspondence, dating back to the mid-1960s, the need to cope with the original drafting and rewriting of contributions of poor quality has been provided as one of the main reasons for requesting additional and better-qualified staff for the UN Yearbook. In turn, it seems that a considerable number of work-weeks are devoted by most contributing departments and agencies to the preparation of their draft submissions. From the comments made by both the UN Yearbook editors and the contributors, particularly regarding the need for more feedback from each other, it can be concluded that the basic lines of communication and coordination between the two groups need to be mutually agreed and constantly safeguarded.

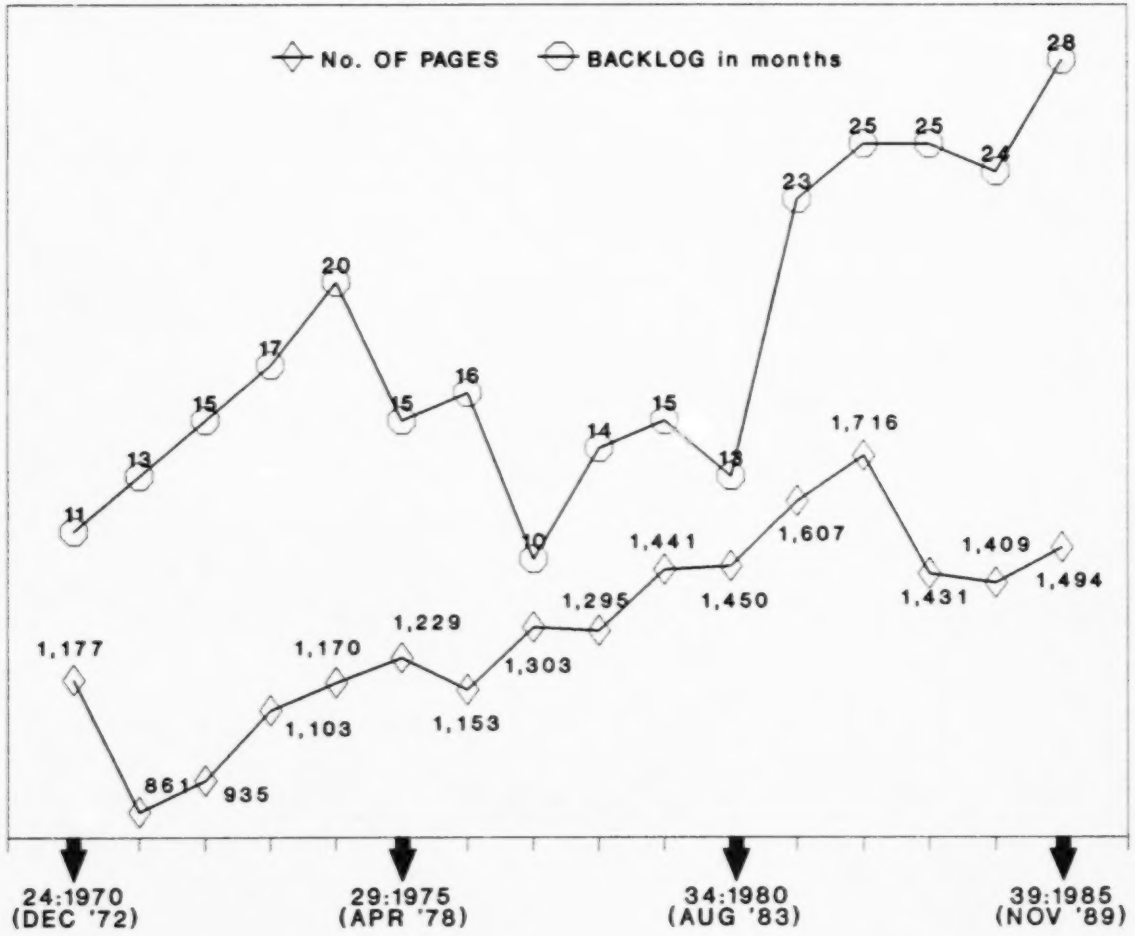
59. From the comments expressed by most members of the UN Yearbook staff, it seems that factors such as the burden of the increasing backlog, the massive rewriting of contributions from substantive departments and agencies, the overwhelming documentation that needs to be carefully reviewed for inclusion in each edition, and the lack of continuity and availability of skilled personnel, have taken a heavy toll on the morale of all Professional and support staff.

60. The lack of continuity in personnel appears to be one of the factors having a negative effect on the timeliness of the publication, as shown in chart D (para. 48 above). Another related factor is the lack of control over the size of the book. The correlation between the increasing number of pages and the backlog, as a trend, is shown in chart E below. An examination of the figures for the number of pages and the backlog in months shows a strong positive statistical correlation between the two. From this it may be reasonable to assume that these two factors are related. Moreover, taking into account that the total number of pages of each UN Yearbook edition, since volume 14:1960, has increased at an average rate of 3 per cent, and assuming that the book's current breadth of coverage remains the same, it is possible to project that volume 54:2000 will consist of at least 2,360 pages.

61. The other problem affecting the UN Yearbook operation which has also been subject to various redressing schemes is the inability to catch up with an ever-increasing accumulation of its backlog. Reckoned in months after scheduled publication date, the backlog dates back to the publication of volume 14:1960, which, instead of appearing in October 1961, was published three months later in February 1962. Despite efforts to eliminate the backlog and restore the timeliness of the annual publication, including an extension of its production period to 18 months after calendar year covered by each edition, the most recent issue of the UN Yearbook - volume 39:1985 - was published in November 1989. It should be noted that delays in publication are interpreted differently by producers and users of the UN Yearbook. For example, while according to the Department, volume 39:1985 was released with a 28-month delay after scheduled publication date (July 1987), for a library user who is provided today with volume 39:1985 - as the most recent

CHART E

RELATIONSHIP BETWEEN THE TOTAL NUMBER OF PAGES AND THE BACKLOG TALLY AT PUBLICATION TIME OF EACH EDITION



UN YEARBOOK 1990 SURVEY

UN Yearbook edition available - the book is five years late. Some of the library patrons find this difficult to believe and blame it on the libraries' deficient acquisition system.

62. From the analysis of previous schemes and recommendations to overcome the backlog, and based on the projections shown in table 4 (para. 51 above), the following can be concluded: the only possibility of accomplishing the elimination of the backlog is to produce volumes 41:1987 to 44:1990 within a period not exceeding, and coinciding with, the publication date of volume 45:1991 - scheduled to appear in July 1993.

63. The book is highly appreciated by a majority of survey respondents as the most comprehensive and authoritative source of information on the annual activities of the Organization and its agencies. Most respondents consider it as an indispensable starting point for any research on the United Nations. Nevertheless, according to suggestions made by a good number of librarians, the usefulness of the book would increase if more current editions were available to their patrons.

64. It is evident, especially from comments provided by libraries and UNICS, that delays in publication affect the positive perception of the UN Yearbook, to the point that its actual users are resorting to more current reference material, whether it is produced inside or outside the United Nations. Most of the publications produced outside which, according to librarians, were being used owing to the UN Yearbook's lack of timeliness, make extensive use of United Nations sources. It can be concluded that continuing delays in its release may damage the prevailing appreciation of the UN Yearbook among its audience, with the overall effect of undermining its usefulness - especially for students and young researchers interested in the present activities of the United Nations.

65. Overall, the most conclusive evidence obtained through the various studies covered by the present review refers to the relentless problem of the backlog. The delays in publication, experienced by the UN Yearbook over the last three decades, seem to be affecting the public's positive perception of the book, its prestige as the Organization's most authoritative reference work, its usefulness, and the working attitudes and morale of its producers. The severity of the problem and the need to find a solution to it are the thrust of the following recommendations and suggestions.

VIII. RECOMMENDATIONS AND SUGGESTIONS

66. In order to put an end to the accumulation of the backlog and restore the production of the UN Yearbook to the normal cycle of an annual publication, it is imperative for the Department:

(a) To treat its backlog-tackling efforts separate from the book's current conditions of production;

(b) To undertake the simultaneous production of the four backlog editions (41:1987 to 44:1990), issuing them no later than, and coinciding with, the release of volume 45:1991 in July 1993.

67. To this end, immediate consideration should be given to the proposed offer made by Martinus Nijhoff Publishers (see para. 53 above), involving the funding of temporary personnel required to eliminate the four backlog editions in a period of two years. Furthermore, the Department should decide upon accepting the offer as soon as all its details are formally presented. It is suggested that, in coordination with the Department's Publications Service, four teams be established (each formed by three editors/writers with recognized experience in the public information activities of the United Nations) and assigned to work simultaneously on all the backlog editions. The four editions should be prepared in accordance with the specifications drawn by the Department's Information Products Division, including mechanisms to issue them in abbreviated form. The external publisher's offer to take over responsibility for typesetting and proofreading the texts of the four editions, as well as his suggestion to establish a more realistic print run for each backlog edition, should also be considered.

68. However, if the external publisher's proposal fails to materialize, or is not accepted, the Department would need the necessary resources to engage the services of additional staff required to eliminate the backlog along the lines described in paragraph 53 above.

69. At the same time, the Department's Information Products Division and its Publications Service should prepare volume 45:1991 as a transitional edition and begin its production without further delay, so that it can be released in July 1993.

70. With respect to other aspects of the UN Yearbook operation, and drawing upon the results obtained from the secondary analysis of past evaluations, the interviews with the UN Yearbook staff, the comments provided by the contributors, as well as from the comments made by the survey respondents, the following suggestions are submitted to the attention of the Department's programme managers and editorial policy makers.

71. Guided by the spirit of the UN Yearbook's original terms of reference, and in preparation of volume 46:1992, the Department needs:

(a) To establish strict editorial directives with respect to both the content of the book and the breadth of its coverage;

(b) To establish a ceiling for the number of pages for all future editions of the UN Yearbook (the authors of the 1987 study, mentioned in paragraph 25 above, had recommended a standard size of no more than 1,200 pages);

(c) To reformulate the production guidelines of the book, taking into consideration the volume of United Nations documents that need to be included and the technology available for and the modern publishing standards used in the publication of similar reference material;

(d) To establish a management control system which secures stability and high professional standards for the staff of the UN Yearbook section;

(e) To establish a new system whereby the draft texts, prepared by the UN Yearbook staff in close consultation with the departments and agencies concerned, are delivered for their clearance, and are published as submitted if the deadline for clearance is not met;

(f) To hold regular consultative meetings with all substantive departments and agencies concerned, in order to facilitate their cooperation in the process of clearing drafts for the UN Yearbook.

72. Finally, considering the interest expressed by a majority of survey respondents in having the book available to them at the closest possible date after the calender year covered, the Department should strive for United Nations Day as publication date for each edition of the UN Yearbook, beginning with the release of volume 46:1992 on 24 October 1993.

Notes

1/ A/AC.198/118.

2/ A/315, chap. V, sect. f.

3/ A/C.5/31/12, para. 1.

4/ Official Records of the General Assembly, Thirty-first Session, Supplement No. 8 (A/31/8 and Add.1-26), document A/31/8/Add.1, para. 9.

5/ See E/AC.51/1983/7.

6/ See A/C.5/38/38.

7/ See A/C.5/40/37.

8/ E/AC.51/1986/10, para. 75.

9/ See for example: A/C.5/223, "Annual survey of the effectiveness of the programme of public information" (18 September 1948); A/3928, "Report of the Expert Committee on United Nations Public Information" (20 September 1958); A/C.5/1320, "Review and reappraisal of United Nations information policies and activities" (30 October 1971); A/C.5/31/12, "Yearbook of the United Nations - Report of the Secretary-General" (20 August 1976); E/AC.51/1983/7, "In-depth evaluation of the work of the Department of Public Information" (18 April 1983); A/C.5/38/38, "Yearbook of the United Nations - Report of the Secretary-General" (4 November 1983); A/C.5/40/37, "Yearbook of the United Nations - Report of the Secretary-General" (5 November 1985); E/AC.51/1986/10, "Triennial review of the implementation of the recommendations made by the Committee for Programme and Co-ordination at its twenty-third session on the work of the Department of Public Information" (21 April 1986); A/AC.198/118, "Timeliness and effectiveness of coverage publications produced by the Department of Public Information" (28 May 1987).

ANNEX I

LIST OF (58) CONTRIBUTORS TO THE *UN YEARBOOK*
(41 SUBSTANTIVE DEPARTMENTS OF THE SECRETARIAT AND 17 AGENCIES)*

1. Office of the Director-General for Development & International Economic Cooperation
2. Office for Special Political Affairs
3. Office for Political & General Assembly Affairs & Secretariat Services
4. Office of Legal Affairs
5. Office of the Special Representative of the Secretary-General for Humanitarian Affairs in South-East Asia
6. Office for Ocean Affairs & the Law of the Sea
7. Department of Political & Security Council Affairs
8. Department for Special Political Questions, Regional Cooperation, Decolonization & Trusteeship
9. Department of Disarmament Affairs
10. Department of International Economic & Social Affairs
11. Department of Technical Cooperation for Development
12. Centre for Science & Technology for Development
13. UN Centre on Transnational Corporations
14. Department of Conference Services
15. Office of Programme Planning, Budget & Finance
16. Office of Human Resources Management
17. Office of General Services
18. UN Joint Staff Pension Fund
19. UN Conference on Trade & Development
20. Office of the UN Disaster Relief Coordinator
21. Office of the UN High Commissioner for Refugees
22. UN Environment Programme
23. UN Centre for Human Settlements
24. Economic Commission for Europe
25. Economic & Social Commission for Asia & the Pacific
26. Economic Commission for Latin America & the Caribbean
27. Economic Commission for Africa

28. Economic & Social Commission for Western Asia

29. Regional Commissions New York Office

30. UN Relief & Works Agency for Palestine Refugees in the Near East

31. World Food Council

32. World Food Programme

33. Centre for Human Rights

34. UN Children's Fund

35. UN Development Programme

36. UN Population Fund

37. UN Institute for Training & Research

38. UN International Research & Training Institute for the Advancement of Women

39. United Nations University

40. Centre for Social Development & Humanitarian Affairs & Coordinator of all UN Drug-Control Related Activities

41. UN Scientific Committee on the Effects of Atomic Radiation

42. Food & Agriculture Organization of the UN (FAO)

43. International Civil Aviation Organization (ICAO)

44. International Fund for Agricultural Development (IFAD)

45. International Labour Organisation (ILO)

46. International Monetary Fund (IMF)

47. International Maritime Organization (IMO)

48. International Telecommunication Union (ITU)

49. UN Educational, Scientific & Cultural Organization (UNESCO)

50. Universal Postal Union (UPU)

51. World Bank

52. International Finance Corporation (IFC)

53. International Development Association (IDA)

54. World Health Organization (WHO)

55. World Intellectual Property Organization (WIPO)

56. World Meteorological Organization (WMO)

57. International Atomic Energy Agency (IAEA)

58. General Agreement on Tariffs & Trade (GATT)

* According to the list used by the Publications Board in 1989 (see para.24 of the present report).

ANNEX II

[UNICS/UN DEPOSITORY & OTHER LIBRARIES]

QUESTIONNAIRE

PLEASE READ EACH QUESTION CAREFULLY
AND MARK THE APPROPRIATE BOX OR FILL OUT THE BLANK SPACE
(PLEASE TYPE OR PRINT)

1. In the last six months, how often have you been asked for information about the United Nations ?

☐ ONCE ☐ TWICE
☐ OCCASIONALLY ☐ FREQUENTLY
☐ NEVER ☐ DON'T REMEMBER

2. Do you receive the **UN YEARBOOK** ?

☐ YES ☐ NO

3. Which is the last edition you received ?

_____

4. Is the library's **UN YEARBOOK** collection:

☐ DIRECTLY ACCESSIBLE TO THE USERS
☐ ONLY AVAILABLE UPON REQUEST
☐ OTHER (please specify): _____

_____

5. In the last six months, how often have you been asked for assistance to locate or use the **UN YEARBOOK** ?

☐ ONCE ☐ TWICE
☐ OCCASIONALLY ☐ FREQUENTLY
☐ NEVER ☐ DON'T REMEMBER

6. For which of the following items have you received <u>more</u> requests ?

☐ TEXT OF A RESOLUTION
☐ PARTICIPATION/POSITION IN DEBATES
☐ BACKGROUND OF AN ISSUE/EVENT
☐ VOTING RECORDS
☐ DOCUMENTARY REFERENCES
☐ OTHER (please specify): _____

_____

_____

7. Please estimate how many people have used the **UN YEARBOOK** collection in the last six months:

_____

8. Which publications available in your reference section are, in your view, similar or comparable to the **UN YEARBOOK** ?

_____

_____

_____

_____

_____

_____

/...

9. Based on your experience with similar reference materials, do you think the UN YEARBOOK is:

- ☐ EASY TO USE
- ☐ DIFFICULT TO USE
- ☐ NEITHER EASY NOR DIFFICULT

10. Using a scale of 1 to 5, please evaluate the UN YEARBOOK's:

	POOR 1	2	3	4	EXCELLENT 5
A. FORMAT/LAYOUT	☐	☐	☐	☐	☐
B. TABLE OF CONTENTS	☐	☐	☐	☐	☐
C. NOTES ON USING EDITION	☐	☐	☐	☐	☐
D. CITATIONS/REFERENCES	☐	☐	☐	☐	☐
E. INDEXING	☐	☐	☐	☐	☐

11. Please provide us with the most common reaction, if any, that you might have received from users of the UN YEARBOOK ?

_____

_____

_____

12. Please provide us with your own comments and suggestions on any aspect of the UN YEARBOOK:

(a) _____

_____

_____

(b) _____

_____

_____

(c) _____

_____

_____

THANK YOU !

Please return questionnaire to:

Programme Evaluation and
Communications Research Unit (PECRU)
Department of Public Information (DPI)
United Nations, S-1072
New York, NY 10017

[MISSIONS - NY]

QUESTIONNAIRE

PLEASE READ EACH QUESTION CAREFULLY
AND MARK THE APPROPRIATE BOX OR FILL OUT THE BLANK SPACE
(PLEASE TYPE OR PRINT)

1. Do you receive the **UN YEARBOOK** ?

☐ YES ☐ NO

2. Which was the last edition that you received ?

_____

3. In the last six months, how often have you used the **UN YEARBOOK** ?

☐ ONCE ☐ TWICE
☐ OCCASIONALLY ☐ FREQUENTLY
☐ NEVER ☐ DON'T REMEMBER

4. The last time you consulted the **UN YEARBOOK**, what kind of information were you seeking ?

☐ TEXT OF A RESOLUTION
☐ PARTICIPATION/POSITION IN DEBATES
☐ BACKGROUND OF AN ISSUE/EVENT
☐ VOTING RECORDS
☐ DOCUMENTARY REFERENCES
☐ OTHER (please specify): _____
_____
☐ DON'T REMEMBER

5. Did you consult the **UN YEARBOOK** with the purpose of:

☐ WRITING AN ARTICLE/REPORT
☐ PREPARING A SPEECH/LECTURE/CONFERENCE
☐ OTHER (please specify): _____
_____
☐ DON'T REMEMBER

6. Do you think the **UN YEARBOOK** is:

☐ EASY TO USE
☐ DIFFICULT TO USE
☐ NEITHER EASY NOR DIFFICULT

7. What do you find most useful in the **UN YEARBOOK** ?

_____
_____
_____

8. What do you find least useful in the **UN YEARBOOK** ?

_____
_____
_____

9. Using a scale of 1 to 5, please evaluate the **UN YEARBOOK**'s:

	POOR 1	2	3	4	EXCELLENT 5
A. FORMAT/LAYOUT	☐	☐	☐	☐	☐
B. TABLE OF CONTENTS	☐	☐	☐	☐	☐
C. ARTICLES STRUCTURE/SCOPE	☐	☐	☐	☐	☐
D. CITATIONS/REFERENCES	☐	☐	☐	☐	☐
E. INDEXING	☐	☐	☐	☐	☐

10. Please comment or make suggestions on any aspect of the **UN YEARBOOK**:

(a) _____

_____

_____

(b) _____

_____

_____

(c) _____

_____

_____

THANK YOU !

Please return questionnaire to:

Programme Evaluation and
Communications Research Unit (PECRU)
Department of Public Information
United Nations, S-1072
New York, NY 10017

UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/AC.198/1991/7
21 March 1991

ORIGINAL: ENGLISH

COMMITTEE ON INFORMATION
Thirteenth session
4-19 April 1991

PROVISIONAL AGENDA AND PROGRAMME OF WORK

1. Opening of the session.

2. Adoption of the agenda and programme of work.

3. Statement by the Chairman.

4. Election of officers.

5. General debate and consideration of substantive questions.

6. Preparation and adoption of the report of the Committee to the General Assembly at its forty-sixth session.

Annotations

4 April 1991

1. Opening of the session

The session will be opened by the Chairman of the Committee on Information.

2. Adoption of the agenda and programme of work

The provisional agenda has been prepared in accordance with the decisions taken by the Committee on Information at its organizational session held on 4 March 1991.

3. Statement by the Chairman

The Chairman will address the Committee at its opening meeting.

4. Election of officers

At the organizational session, it was agreed to defer the election of one Vice-Chairman, as well as that of the Rapporteur until the substantive session.

4-12 April 1991

5. General debate and consideration of substantive questions*

(a) Promotion of the establishment of a new, more just and more effective world information and communication order intended to strengthen peace and international understanding and based on the free circulation and wider and better-balanced dissemination of information;

(b) Continuation of the examination of United Nations public information policies and activities in the light of the evolution of international relations, particularly during the past two decades, and of the imperatives of the establishment of the new international economic order and of a new world information and communication order;

Consideration of sub-items in this area would include:

(i) Report on the implementation of General Assembly resolution 45/76 B, paragraph 1 (b) (vii) on: Department of Public Information coverage of all United Nations activities pertaining to the situation in the Middle East and the question of Palestine (A/AC.198/1991/4);

(ii) Report on the implementation of General Assembly resolution 45/76 B, paragraph 1 (e) on: Technical and financial assistance to radio stations that are broadcasting or willing to broadcast to South Africa (A/AC.198/1991/5);

(iii) Report on the results of the review of the UN Yearbook (A/AC.198/1991/6);

(iv) Review of the United Nations information centres (Conference Room Paper 1);

(v) Report on the activities of the Joint United Nations Information Committee;

(c) Evaluation and follow-up of the efforts made and the progress achieved by the United Nations system in the field of information and communications.

15-19 April 1991

6. Preparation and adoption of the report of the Committee to the General Assembly at its forty-sixth session

---

* The wording of paragraphs 5 (a), (b) and (c) are based on General Assembly resolution 34/182 of 18 December 1979.

UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/AC.198/1991/7*
28 March 1991

ORIGINAL: ENGLISH

COMMITTEE ON INFORMATION
Thirteenth session
4-19 April 1991

PROVISIONAL AGENDA AND PROGRAMME OF WORK

1. Opening of the session.

2. Adoption of the agenda and programme of work.

3. Statement by the Chairman.

4. Election of officers.

5. General debate and consideration of substantive questions.

6. Preparation and adoption of the report of the Committee to the General Assembly at its forty-sixth session.

Annotations

4 April 1991

1. Opening of the session

The session will be opened by the Chairman of the Committee on Information.

2. Adoption of the agenda and programme of work

The provisional agenda has been prepared in accordance with the decisions taken by the Committee on Information at its organizational session held on 4 March 1991.

3. Statement by the Chairman

The Chairman will address the Committee at its opening meeting.

---

* Reissued for technical reasons.

4. Election of officers

At the organizational session, it was agreed to defer the election of one Vice-Chairman, as well as that of the Rapporteur until the substantive session.

5. General debate and consideration of substantive questions*

4-12 April 1991

(a) Promotion of the establishment of a new, more just and more effective world information and communication order intended to strengthen peace and international understanding and based on the free circulation and wider and better-balanced dissemination of information;

(b) Continuation of the examination of United Nations public information policies and activities in the light of the evolution of international relations, particularly during the past two decades, and of the imperatives of the establishment of the new international economic order and of a new world information and communication order;

Consideration of sub-items in this area would include:

(i) Report on the implementation of General Assembly resolution 45/76 B, paragraph 1 (b) (vii) on: Department of Public Information coverage of all United Nations activities pertaining to the situation in the Middle East and the question of Palestine (A/AC.198/1991/4);

(ii) Report on the implementation of General Assembly resolution 45/76 B, paragraph 1 (e) on: Technical and financial assistance to radio stations that are broadcasting or willing to broadcast to South Africa (A/AC.198/1991/5);

(iii) Report on the results of the review of the UN Yearbook (A/AC.198/1991/6);

(iv) Review of the United Nations information centres (Conference Room Paper 1);

(c) Evaluation and follow-up of the efforts made and the progress achieved by the United Nations system in the field of information and communications.

Report on the activities of the Joint United Nations Information Committee (A/AC.198/1991/3);

15-19 April 1991

6. Preparation and adoption of the report of the Committee to the General Assembly at its forty-sixth session

---

* The wording of paragraphs 5 (a), (b) and (c) are based on General Assembly resolution 34/182 of 18 December 1979.